



# DJJ Facilities Counting Rules

1/6/2010

	A	B	C
1		<b>SOURCE</b>	<b>COUNTING RULE</b>
2	<b>A. ADMINISTRATION</b>	<b>Title</b>	
3	<b>Budget Allotment</b>	<b>Title</b>	
4	Allotment	<b>Division Reported</b>	Use the latest Budget Change Document, total General Fund column, total of Program line. This pertains to funds for Program 25.
5	Surplus/Deficit	<b>Division Reported</b>	Use the latest Monthly Budget Plan, Net General Fund line. For example, if the reporting period is June 2009 the information from the May 2009 Monthly Budget Plan would be used to complete this section.
6	<b>Accounting</b>	<b>Title</b>	
7	Travel Expenditures	<b>Division Reported</b>	Enter the dollar amount of travel expenditures incurred for the reporting period.
8	<b>Personnel</b>	<b>Title</b>	
9	Budgeted Positions	<b>Division Reported</b>	Data is received the first week of the month for the previous month's data.
10	Filled Budgeted Positions	<b>Division Reported</b>	Data is received the first week of the month for the previous month's data.
11	920 Blanket	<b>Division Reported</b>	Data is received the first week of the month for the previous month's data. The staff in the 920 Blanket are included in the total number of staff for vacancy reporting purposes. 920 Blanket refers to those staff on Long Term Sick status.
12	918 Blanket	<b>Division Reported</b>	Data is received the first week of the month for the previous month's data. The staff in the 918 Blanket are included in the total number of staff for vacancy reporting purposes. 918 Blanket refers to those staff who are being paid when there is not an authorizing position.
13	902 Blanket	<b>Division Reported</b>	Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 902 Blanket refers to those staff who are being paid as temporary employees.
14	916 Blanket	<b>Division Reported</b>	Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 916 Blanket refers to retired annuitant staff.
15	Number of "Other" Type of Leave	<b>Division Reported</b>	Display Purpose Only - (Not factored into formula). Other off pay status employees in established positions. Examples include Long Term Sick employees still in their budgeted position numbers and employees out on Military Leave still in their budgeted position numbers, etc. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst.
16	Vacancy Total	<b>Formula Driven Line</b>	Budgeted Positions - [minus] (Filled Budgeted Positions + [plus] 920 & 918 Blanket Positions) = Vacancy Total
17	Vacancy Rate %	<b>Formula Driven Line</b>	Enter the 'Total number of Vacancies divided by the 'total' number of Budgeted Positions = Vacancy Rate Percentage
18	<b>Overtime</b>	<b>Title</b>	
19	Total Dollars	<b>Division Reported</b>	Enter the total dollars reported for overtime during the reporting period.
20	Total Hours	<b>Division Reported</b>	Enter the total hours reported for overtime during the reporting period.
21	Number of Staff Who Worked	<b>Division Reported</b>	Enter the total number of staff who worked overtime during the reporting period.
22	Average Hours Per Staff	<b>Formula Driven Line</b>	Formula: "Total Number Overtime Hours" ÷ "Total of All Personnel in Filled Positions" = Average Hours per Staff
23	<b>Training</b>	<b>Title</b>	
24	Allotment	<b>Division Reported</b>	Use the latest Budget Change Document for the current Fiscal Year's training allotment.
25	Training Requests Planned	<b>Division Reported</b>	Enter the number of staff enrolled to attend training. The data represents the total for the previous calendar month.
26	Total Training Hours Provided	<b>Division Reported</b>	Enter the total number of hours scheduled for training during the previous calendar month.
27	Training Requests Processed	<b>Division Reported</b>	This is the number of staff who actually attended and completed training during the previous calendar month.
28	Total Expenditures	<b>Division Reported</b>	Enter the dollar amount of training expenditures incurred for the reporting period for the previous month.
29	Training Balance	<b>Division Reported</b>	Enter the dollar amount currently available from allocated training funds. The data represents available funds after the previous calendar month's usage.



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1		<b>SOURCE</b>	<b>COUNTING RULE</b>
30	<b>Sick Leave</b>	<b>Title</b>	
	Total Hours	<b>Division Reported</b>	Enter the total hours reported for Sick Leave during the reporting period.
31			
	Average Hours per Staff	<b>Formula Driven Line</b>	Formula: "Total Number Hours" ÷ "Total of All Personnel in Filled Positions" = Average Hours per Staff
32			
33	<b>In-Lieu of Sick Leave</b>	<b>Title</b>	
	Total Hours	<b>Division Reported</b>	Enter the total hours reported for In-Lieu of Sick Leave during the reporting period.
34			
	Average Hours per Staff	<b>Formula Driven Line</b>	Formula: "Total Number Hours" ÷ "Total of All Personnel in Filled Positions" = Average Hours per Staff
35			
36	<b>Workers' Compensation</b>	<b>Title</b>	
	Total Number of Staff Off Work due to Accepted and Pending Claims.	<b>Division Reported</b>	Enter the number of staff off work due to an approved or pending workers' compensation claim. Enter the data as a point-in-time number as of the last working day of each reporting period.
37			
	Pending Claims	<b>Division Reported</b>	Enter the number of work related compensation claims that are pending during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.
38			
	New Claims	<b>Division Reported</b>	Enter the number of work related compensation claims that were initiated during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.
39			
	Closed Claims	<b>Division Reported</b>	Enter the number of work related compensation claims that were closed during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.
40			
41	<b>NDI</b>	<b>Title</b>	
	Total Number of Staff Off Work due to Non-Work Related Illness/Injuries.	<b>Division Reported</b>	Enter the number of staff off work due to a non-work related illness or injury. This includes rejected workers' compensation claims. Enter the data as a point-in-time as of the last working day of each reporting period.
42			
43	<b>FMLA</b>	<b>Title</b>	
	Total Number of Staff Off Work due to Non-Work Related Illness/Injuries.	<b>Division Reported</b>	Enter the number of staff off work due to a non-work related illness or injury. This includes rejected workers' compensation claims. Enter the data as a point-in-time as of the last working day of each reporting period.
44			
45	<b>Employee Grievances and Staff Complaints</b>	<b>Title</b>	
	Total	<b>Formula Driven Line</b>	Formula: Sum of: "Health & Safety" + "Conditions of Work" + "E.E.O." = Total Employee Grievances and Staff Complaints
46			
	Health & Safety	<b>Division Reported</b>	This is the total number of formal health and safety grievances and staff complaints that were filed during the preceding calendar month. The source of this data is through a Grievance Log and/or an Officer/Analyst/Representative in the Division's Labor Relations Office.
47			
	Conditions of Work	<b>Division Reported</b>	This is the total number of formal conditions of work and staff complaints that were filed during the preceding calendar month. The source of this data is through a Grievance Log and/or an Officer/Analyst/Representative in the Division's Labor Relations Office.
48			
	E.E.O	<b>Division Reported</b>	This is the total number of EEO complaints that were filed during the preceding calendar month. The source of this data is through an EEO Log and/or the Divisional EEO Coordinator/Representative.
49			



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1		<b>SOURCE</b>	<b>COUNTING RULE</b>
50	<b>Staff Investigations</b>	<b>Title</b>	<b>This section excludes Medical Staff investigations.</b>
51	Total Central Intake Requests	<b>Division Reported</b>	Enter the number of Central Intake Requests submitted during the reporting period.
52	Central Intake Requests Accepted	<b>Division Reported</b>	Enter the number of Central Intake Requests accepted during the reporting period.
53	Central Intake Requests Rejected	<b>Division Reported</b>	Enter the number of Central Intake Requests rejected and returned during the reporting period. This is a point in time count as of the last day of the reporting period.
54	Central Intake Requests Approved for Direct Action	<b>Division Reported</b>	Enter the number of Central Intake Requests approved for Direct Action during the reporting period. This is a point in time count as of the last day of the reporting period.
55	Total Direct Action Requests Submitted	<b>Division Reported</b>	Enter the number of Direct Action Requests submitted during the reporting period. This is a point in time count as of the last day of the reporting period.
56	Total Direct Action Requests Accepted	<b>Division Reported</b>	Enter the number of Direct Action Requests accepted during the reporting period. This is a point in time count as of the last day of the reporting period.
57	Total Direct Action Requests Rejected	<b>Division Reported</b>	Enter the number of Direct Action Requests rejected and returned during the reporting period. This is a point in time count as of the last day of the reporting period.
58	Number of Open Investigations	<b>Division Reported</b>	Enter the total number of open investigations during the reporting period. This is a point-in-time count as of the last day of the reporting period.
59	Number of Closed Investigations	<b>Division Reported</b>	Enter the total number of investigations closed during the reporting period. This is a point-in-time count as of the last day of the reporting period.
60	Investigations Exceeding 180 Calendar Days	<b>Division Reported</b>	Enter the total number of investigations that have exceeded 180 calendar days.
61	Investigations Exceeding the Statute of Limitations	<b>Division Reported</b>	Enter the total number of investigation that have exceeded the statute of limitations.
62	<b>Adverse Actions</b>	<b>Title</b>	
63	Total	<b>Division Reported</b>	Enter the total number of adverse actions initiated during the reporting period.
64	Dismissals	<b>Division Reported</b>	Enter the total number of dismissals issued during the reporting period.
65	Rejection on Probation	<b>Division Reported</b>	Please provide the number of staff rejections on probation during the reported period.
66	<b>B. DIVISION SPECIFIC-</b>	<b>Title</b>	
67	<b>Inverse Post Coverage (shifts):</b>	<b>Title</b>	
68	YCO	<b>Division Reported</b>	Number of inverse shifts worked by staff in this classification
69	Sgt	<b>Division Reported</b>	Number of inverse shifts worked by staff in this classification
70	Lt.	<b>Division Reported</b>	Number of inverse shifts worked by staff in this classification
71	YCC	<b>Division Reported</b>	Number of inverse shifts worked by staff in this classification
72	SYCC	<b>Division Reported</b>	Number of inverse shifts worked by staff in this classification
73	Total Inverse shifts	<b>Formula Driven Line</b>	Calculated field
74	<b>I. PROFILE</b>	<b>Title</b>	
75	Average daily population (ADP) (does not include parole TDs)	<b>Division Reported</b>	Total number of youth days divided by number of staff days



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1		<b>SOURCE</b>	<b>COUNTING RULE</b>
76	<b>Population by Program Type (End of Month)</b>		
77	Core Treatment Programs	<b>Division Reported</b>	From OBITS based on daily movement entry
78	High	<b>Division Reported</b>	From OBITS based on daily movement entry
79	Low	<b>Division Reported</b>	From OBITS based on daily movement entry
80	Substance Abuse Treatment	<b>Division Reported</b>	From OBITS based on daily movement entry
81	Behavior Treatment Program (BTP)	<b>Division Reported</b>	From OBITS based on daily movement entry
82	Intensive Behavior Treatment Program (IBTP)	<b>Division Reported</b>	From OBITS based on daily movement entry
83	Intensive Treatment Program (ITP)	<b>Division Reported</b>	From OBITS based on daily movement entry
84	Special Counseling Program (SCP)	<b>Division Reported</b>	From OBITS based on daily movement entry
85	Correctional Treatment Center (CTC)	<b>Division Reported</b>	From OBITS based on daily movement entry
86	Intermediate Care Facility (ICF)	<b>Division Reported</b>	From OBITS based on daily movement entry
87	Sex Behavior Treatment Program (SBTP)	<b>Division Reported</b>	From OBITS based on daily movement entry
88	Average Age (End of month)	<b>Division Reported</b>	Calculated by OBITS based on date of birth
89	16 and under	<b>Division Reported</b>	Calculated by OBITS based on date of birth
90	17	<b>Division Reported</b>	Calculated by OBITS based on date of birth
91	18	<b>Division Reported</b>	Calculated by OBITS based on date of birth
92	19	<b>Division Reported</b>	Calculated by OBITS based on date of birth
93	20	<b>Division Reported</b>	Calculated by OBITS based on date of birth
94	21 and over	<b>Division Reported</b>	Calculated by OBITS based on date of birth
95	<b>Average length of stay (in months)</b>	<b>Title</b>	
96	Average Length of Stay	<b>Division Reported</b>	Calculated by OBITS based on daily movement entry of parole releases and discharges.
97	Average PBD extensions per youth (in months)(as processed by OBITS)	<b>Division Reported</b>	Calculated by OBITS based on processed YAAC and Board orders during time period
98	Average PBD restores per youth (in months)(as processed by OBITS)	<b>Division Reported</b>	Calculated by OBITS based on processed YAAC and Board orders during time period
99	Average DDMS extensions per youth (in months)	<b>Division Reported</b>	Calculated by OBITS based on processed YAAC and Board orders during time period
100	Average DDMS restores per youth (in months)(as processed by OBITS)	<b>Division Reported</b>	Calculated by OBITS based on processed YAAC and Board orders during time period
101	Number of youth who spent time in state prison	<b>Division Reported</b>	Calculated by OBITS based on number of youth who have both a youth and adult CDCR number



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1		<b>SOURCE</b>	<b>COUNTING RULE</b>
102	<b>II. OPERATIONS</b>	<b>Title</b>	
103	<b>Reports and Notices</b>	<b>Title</b>	
104	Late Victims Notification letters	<b>Division Reported</b>	Number of late victim notifications
105	Missed Victims Notification Letters	<b>Division Reported</b>	Number of missed victim notifications
106	Late Law Enforcement Notification Letters	<b>Division Reported</b>	Number of late law enforcement notifications
107	Late Family Notifications	<b>Division Reported</b>	Number of late family notifications
108	Annual Review Hearings Beyond 12 Months	<b>Division Reported</b>	Number of annual hearings not held within 12 months of the due date
109	Annual Review Hearings Beyond 15 Months	<b>Division Reported</b>	Number of annual hearings not held within 15 months of the due date
110	Late Parole Consideration Date Hearings	<b>Division Reported</b>	Number of parole consideration hearings held beyond the month in which they were due
111	Initial Hearings Beyond 45 Days (Clinics only)	<b>Division Reported</b>	Number of initial hearings that were not held within 45 days of the youths' arrival
112	<b>Incidents</b>	<b>Title</b>	
113	<b>Batteries on staff w/o a weapon (Pbs Sa12)</b>	<b>Title</b>	<b>Conforms to Pbs Safety 12 definition of 'assault on staff.'</b>
114	Youth involved	<b>Division Reported</b>	Number of youth involved in perpetrating batteries on staff without weapons
115	Incidents	<b>Division Reported</b>	Number of incidents of batteries on staff without weapons
116	<b>Batteries on staff w/weapon (Pbs Sa12)</b>	<b>Title</b>	<b>Conforms to Pbs Safety 12 definition of 'assault on staff.'</b>
117	Youth involved	<b>Division Reported</b>	Number of youth involved in perpetrating batteries on staff with weapons
118	Incidents	<b>Division Reported</b>	Number of incidents of batteries on staff with weapons
119	<b>Gassings (Pbs Sa12)</b>	<b>Title</b>	<b>Gassings include any fluid thrown on staff. Pbs Safety 12 definition of 'assault on staff.'</b>
120	Youth involved	<b>Division Reported</b>	Number of youth involved in gassings
121	Incidents	<b>Division Reported</b>	Number of incidents of gassings
122	<b>Injuries to Staff (by youths) (Pbs Sa3)</b>	<b>Title</b>	<b>Conforms to Pbs Safety 3 definition of 'injury to staff by youth.'</b>
123	Youth involved	<b>Division Reported</b>	Number of youth involved in perpetrating incidents resulting in injuries to staff
124	Incidents	<b>Division Reported</b>	Number of incidents of staff injuries by youth
125	<b>Batteries on youth (Pbs Sa11)</b>	<b>Title</b>	<b>Conforms to Pbs Safety 11 definition of 'assault on youth.'</b>
126	Youth involved	<b>Division Reported</b>	Number of youth involved in perpetrating batteries on other youth
127	Incidents	<b>Division Reported</b>	Number of incidents of youth-on-youth batteries
128	<b>Group disturbances (Pbs Sa11)</b>	<b>Title</b>	<b>Conforms to Pbs Safety 11 definition of 'assault on youth' subset of 'fight.'</b>
129	Youth involved	<b>Division Reported</b>	Number of youth involved in group disturbances
130	Incidents	<b>Division Reported</b>	Number of group disturbances
131	<b>Forced sexual acts</b>	<b>Title</b>	
132	Youth involved	<b>Division Reported</b>	Number of youth involved in perpetrating forced sexual acts
133	Incidents	<b>Division Reported</b>	Number of forced sexual act incidents



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1		<b>SOURCE</b>	<b>COUNTING RULE</b>
134	<b>Physical altercations (mutual combat) (PbS Sa11)</b>	<b>Title</b>	<b>Conforms to PbS Safety 11 definition of 'assault on youth.'</b>
135	Youth involved	<b>Division Reported</b>	Number of youth involved in mutual fights
136	Incidents	<b>Division Reported</b>	Number of mutual fights
137	Injuries to youths requiring outside medical care	<b>Division Reported</b>	Number of youth sustaining injuries that required outside medical care
138	Injuries to youths by other youths (PbS Sa4)	<b>Division Reported</b>	Number of injuries to youth caused by other youth; Conforms to PbS' Safety 4 definition of 'injury to youth by youth'
139	Injuries to youths - all (PbS Sa2)	<b>Division Reported</b>	Total number of injuries to all youth; conforms to PbS Safety 2 definition of 'injury to youth'
140	Unusual youth medical issues	<b>Division Reported</b>	Total number of unusual medical issues
141	Other staff injuries (PbS Sa3)	<b>Division Reported</b>	Total number of staff injuries not caused by youth misconduct; conforms to PbS Safety 3 definition of 'staff injury'
142	<b>Use of Force</b>	<b>Title</b>	
143	Total Use of Force Incidents - All Youth	<b>Division Reported</b>	Total number of incidents in which any type of force was used against youths
144	Controlled Use of Force	<b>Division Reported</b>	Total number of incidents in which staff used any type of controlled force against youths as the result of an incident multiple staff may be involved in any one incident
145	Physical	<b>Division Reported</b>	Number of incidents in which staff used physical force
146	Chemical	<b>Division Reported</b>	Number of incidents in which staff used chemical force
147	Mechanical	<b>Division Reported</b>	Number of incidents in which staff used mechanical force
148	Less lethal	<b>Division Reported</b>	Number of incidents in which staff used less lethal forms of force. Less lethal refers to a peace officer's use of Departmentally approved security equipment, which includes devices used to fire less-lethal projectiles (i.e. Sting ball or Stinger grenades with or without chemical agents, 37 mm foam baton, rubber ball, or bean bag rounds, and any Pepperball Projection System round used for direct impact - OC or H2O round.)
149	Immediate Use of Force	<b>Division Reported</b>	Total number of incidents in which staff used any type of force against youth in an emergency situation. multiple staff may be involved in any one incident
150	Physical	<b>Division Reported</b>	Number of incidents in which staff used physical force
151	Chemical	<b>Division Reported</b>	Number of incidents in which staff used chemical force
152	Mechanical	<b>Division Reported</b>	Number of incidents in which staff used mechanical force
153	Less lethal	<b>Division Reported</b>	Number of incidents in which staff used less lethal forms of force.
154	Total Use of Force involving Mental Health Youths	<b>Division Reported</b>	Mental Health youth are currently defined as those on a waiting list or participating in an SCP, ITP, ICF, CTC, IBTP
155	Controlled Use of Force	<b>Division Reported</b>	Total number of incidents in which staff used any type of controlled force against a Mental Health youth as the result of an incident
156	Physical	<b>Division Reported</b>	Number of incidents in which staff used physical force on a Mental Health youth
157	Chemical	<b>Division Reported</b>	Chemical use of force is not allowed for use on a mental health youth in a controlled environment
158	Mechanical	<b>Division Reported</b>	Number of incidents in which staff used mechanical force on a Mental Health youth



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1		SOURCE	COUNTING RULE
159	Less lethal	Division Reported	Number of incidents in which staff used less lethal forms of force on a Mental Health youth. Less lethal refers to a peace officer's use of Departmentally approved security equipment, which includes devices used to fire less-lethal projectiles (i.e. Sting ball or Stinger grenades with or without chemical agents, 37 mm foam baton, rubber ball, or bean bag rounds, and any Pepperball Projection System round used for direct impact - OC or H2O round.)
160	Immediate Use of Force	Division Reported	Total number of incidents in which staff used any type of force against a mental health youth in an emergency situation. multiple staff may be involved in any one incident
161	Physical	Division Reported	Number of incidents in which staff used physical force on a Mental Health youth
162	Chemical	Division Reported	Number of incidents in which staff used chemical force on a Mental Health youth
163	Mechanical	Division Reported	Number of incidents in which staff used mechanical force on a Mental Health youth
164	Less lethal	Division Reported	Number of incidents in which staff used less lethal forms of force on a Mental Health youth. Less lethal refers to a peace officer's use of Departmentally approved security equipment, which includes devices used to fire less-lethal projectiles (i.e. Sting ball or Stinger grenades with or without chemical agents, 37 mm foam baton, rubber ball, or bean bag rounds, and any Pepperball Projection System round used for direct impact - OC or H2O round.)
165	Use of Force Committees held	Division Reported	Number of committee sessions held to review Use of Force incidents
166	Use of Force cases (incidents) reviewed	Division Reported	Number of Use of Force incidents reviewed during facility committee sessions
167	Use of Force incidents reviewed by Central Office	Division Reported	Number of Use of Force incidents reviewed by Central Office
168	<b>Disciplinary Incidents</b>	<b>Title</b>	
169	Pending court cases	Division Reported	Number of court cases pending for youth misconduct - to be counted by the facility responsible for the court activity, not necessarily where the youth is housed
170	Escapes	Division Reported	Number of actual escapes from the facility, not OBITS definition of warrant issued
171	Attempted escapes	Division Reported	Number of attempted escapes from the facility
172	<b>Disciplinary Decision-Making System - All Youths</b>	<b>Title</b>	
173	Level 3's filed (serious misconduct)	Division Reported	Level 3's are serious misconduct that adversely affects the operation, safety or security of the institution. A sustained Level 3 may result in an extension to a youth's projected board date.
174	Level 2's filed (intermediate misconduct)	Division Reported	Level 2's are intermediate misconduct. These behaviors are more serious than Level 1 violations.
175	Level 1's filed (minor misconduct)	Division Reported	Level 1's are minor misconduct that least disrupts youth program or institutional operations and provides staff the discretion to respond to youth misconduct at the lowest level.
176	Fact-finding hearings held	Division Reported	Number of disciplinary fact-finding hearings held
177	Disposition hearings held	Division Reported	Number of disciplinary disposition hearings held
178	Disposition hearings recommending time adds	Division Reported	Number of disciplinary disposition hearings wherein time adds were recommended
179	Total number of recommended time adds in months	Division Reported	Total number of disciplinary months recommended





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1		<b>SOURCE</b>	<b>COUNTING RULE</b>
180	<b>Disciplinary Decision-Making System Mental Health Youths Only</b>	<b>Title</b>	
181	Level 3's filed (serious misconduct)	<b>Division Reported</b>	Level 3's are serious misconduct that adversely affects the operation, safety or security of the institution. A sustained Level 3 may result in an extension to a youth's projected board date.
182	Level 2's filed (intermediate misconduct)	<b>Division Reported</b>	Level 2's are intermediate misconduct. These behaviors are more serious than Level 1 violations.
183	Level 1's filed (minor misconduct)	<b>Division Reported</b>	Level 1's are minor misconduct that least disrupts youth program or institutional operations and provides staff the discretion to respond to youth misconduct at the lowest level.
184	Fact-finding hearings held	<b>Division Reported</b>	Number of disciplinary fact-finding hearings held for mental health youths
185	Disposition hearings held	<b>Division Reported</b>	Number of disciplinary disposition hearings held for mental health youths
186	Disposition hearings recommending time adds	<b>Division Reported</b>	Number of disciplinary disposition hearings wherein time adds were recommended for mental health youths
187	Total number of recommended time adds in months	<b>Division Reported</b>	Total number of disciplinary months recommended for mental health youths
188	<b>Program Modifications/Restrictions</b>	<b>Title</b>	
189	Facility lockdowns	<b>Division Reported</b>	Number of times the entire facility was on lockdown status
190	Number of days	<b>Division Reported</b>	Total number of days the facility was on lockdown
191	Limited Programs	<b>Division Reported</b>	Number of living units in the facility that were on limited program during the time period
192	Number of days	<b>Division Reported</b>	Total number of days those living units were on limited program
193	<b>Health Care</b>	<b>Title</b>	
194	Number of new admissions to the facility	<b>Division Reported</b>	Does not include off-institution returnees or temporarily housed youths awaiting transfer or return to parole
195	Community hospital in-patient admissions	<b>Division Reported</b>	Number of wards who were admitted to community hospitals
196	New arrivals provided medical, dental, mental health screening within 24 hours	<b>Division Reported</b>	Number of new arrivals who received each type of screening within 24 hours
197	Complete physical exam within 7 days (clinics only)	<b>Division Reported</b>	Number of new commitments who received a complete physical within 7 days
198	New arrivals receive dental exam within 14 days (clinics only)	<b>Division Reported</b>	Number of new commitments who received a dental exam with 14 days
199	Routine off-site medical care (doctor, dentist, etc)	<b>Division Reported</b>	Number of youth who had routine off-site medical care
200	<b>Mental Health Issues</b>	<b>Title</b>	
201	Number of youth in Mental Health programs at end of month	<b>Division Reported</b>	Mental Health program population at month end based on OBITS movement data
202	Youths on psychotropic medications	<b>Division Reported</b>	Number of youth on psychotropic medications provided by facility medical staff
203	Keyhea Cases	<b>Division Reported</b>	Number of youth on court-ordered/approved medication provided by facility medical staff
204	Involuntary medicated (incidents)	<b>Division Reported</b>	Number of incidents where youth are involuntarily medicated provided by facility medical staff
205	High-risk observation	<b>Division Reported</b>	Number of youth on high-risk observation from the Daily Ops Report in WIN
206	Attempted Suicides	<b>Division Reported</b>	Number of overt actions indicating intent to injure or kill themselves successful suicides from the Daily Ops Report in WIN
207	Number of 911 Calls in Response to Attempted Suicide	<b>Division Reported</b>	Number of times 911 was called due to a suicide attempt - data provided by facility medical staff
208	Suicides	<b>Division Reported</b>	Number of successful suicides from the Daily Ops Report in WIN
209	<b>III. PROGRAM</b>	<b>Title</b>	
210	Number of high school graduates with work assignments	<b>Division Reported</b>	Number of high school graduates with work assignments at the facility





# DJJ Facilities Counting Rules

1/6/2010

	A	B	C
1		<b>SOURCE</b>	<b>COUNTING RULE</b>
211	<b>Education Services</b>	<b>Title</b>	
212	Number of high school graduates at facility	<b>Division Reported</b>	Number of all high school graduates at the facility
213	Number with GED certificate	<b>Division Reported</b>	Number of all youths with GED
214	Number of all youths eligible for high school	<b>Division Reported</b>	Number of eligible students for high school, includes those with GED and HSE certificates
215	Number of youths enrolled in high school	<b>Division Reported</b>	Number of enrolled high school students
216	Number of high school graduates enrolled in vocational classes	<b>Division Reported</b>	Number of high school graduates enrolled in vocational classes at the facility
217	Number of students enrolled in college courses	<b>Division Reported</b>	Number of students taking college classes
218	Number of vocational program certificates earned	<b>Division Reported</b>	Number of vocational certificates earned during reporting period
219	Total number of classes scheduled	<b>Division Reported</b>	Number of school classes scheduled
220	<b>Number of classes cancelled due to:</b>	<b>Title</b>	
221	1. No substitute available	<b>Division Reported</b>	Number of class closures due to no substitute teacher being available
222	2. Safety/security reasons	<b>Division Reported</b>	Number of class closures for safety and/or security issues
223	3. Scheduling conflicts	<b>Division Reported</b>	Number of class closures due to special events, etc.
224	Total number of classes closed (from WIN)	<b>Division Reported</b>	Number of classes closed as reported in the WIN system
225	Absence Rate (Qtrly WIN Monthly Attendance Report)	<b>Division Reported</b>	Absence rate as reported in the Quarterly WIN Monthly Attendance Report
226	<b>Based on the number of total absences:</b>	<b>Title</b>	
227	Percent of absences from open classrooms	<b>Division Reported</b>	Percentage of absences from open classrooms
228	Percent of absences due to class closures	<b>Division Reported</b>	Percentage of absences due to cancelled classes
229	Percent receiving full required minimum minutes of instruction (from WIN)	<b>Division Reported</b>	Percentage of students receiving the minimum minutes of instruction as reported in WIN
230	Education slots budgeted (includes vocational ed)	<b>Division Reported</b>	Number of student slots budgeted
231	Average daily attendance in classrooms (includes vocational ed)	<b>Division Reported</b>	Average daily attendance in classrooms
232	<b>Youth Incentive Program</b>	<b>Title</b>	
233	Number of youth on Level A	<b>Division Reported</b>	Number of youth on Level A
234	Number of youth on Level B	<b>Division Reported</b>	Number of youth on Level B
235	Number of youth on Level C	<b>Division Reported</b>	Number of youth on Level C
236	Total Incentive Program participants	<b>Division Reported</b>	Number of youth on all levels of the Youth Incentive Program
237	Total excluded* youths	<b>Division Reported</b>	Parole Detainees, 120 day Drug Program at DWN, Special Management Program (SMP) youths, Behavior Treatment Program (BTP) and Special Behavior Treatment Program (SBTP)
238	Youth Family Council meetings	<b>Division Reported</b>	Number of Youth/Family Council meetings held



# DJJ Facilities Counting Rules

1/6/2010

	A	B	C
1		<b>SOURCE</b>	<b>COUNTING RULE</b>
239	<b>Community-Based Organizations (CBO) providing youth program</b>	<b>Title</b>	
240	Youths attending AA mtgs.	<b>Division Reported</b>	Number of individual youth who attended meetings during the time period
241	Youths attending NA mtgs.	<b>Division Reported</b>	Number of individual youth who attended meetings during the time period
242	Youths attending Project IMPACT	<b>Division Reported</b>	Number of individual youth who attended meetings during the time period
243	Youths attending religious meetings	<b>Division Reported</b>	Number of individual youth who attended meetings during the time period
244	Youths attending other community-based organization meetings (domestic violence, former gang members, victims groups, etc.)	<b>Division Reported</b>	Number of individual youth who attended meetings during the time period
245	Total number of volunteer hours	<b>Division Reported</b>	Total number of volunteer hours; excluding anyone who received compensation (e.g., foster grandparents)
246	Total number of individual volunteers providing program	<b>Division Reported</b>	Total number of volunteers; excluding anyone who received compensation (e.g., foster grandparents)
247	<b>Youth's Rights</b>	<b>Title</b>	
248	Number of attorney visits	<b>Division Reported</b>	Number of visits from wards' legal counselors
249	Number of phone calls	<b>Division Reported</b>	Number of calls made by youths
250	Number individual youths making phone calls	<b>Division Reported</b>	Number of individual youth who made phone calls
251	<b>Youth Grievance System</b>	<b>Title</b>	
252	Emergency grievances	<b>Division Reported</b>	Number filed; Do NOT double-count. If a grievance is an emergency grievance, count only as an emergency grievance.
253	Staff action grievances	<b>Division Reported</b>	Number filed
254	Medical grievances	<b>Division Reported</b>	Number filed
255	Grievances unaccounted for	<b>Division Reported</b>	Number lost
256	Regular grievances	<b>Division Reported</b>	Number filed
257	<b>Religious Services</b>	<b>Title</b>	
258	Catholic	<b>Division Reported</b>	Number of services held
259	Protestant	<b>Division Reported</b>	Number of services held
260	Jewish	<b>Division Reported</b>	Number of services held
261	Islam/Muslim	<b>Division Reported</b>	Number of services held
262	Native American	<b>Division Reported</b>	Number of services held
263	Other	<b>Division Reported</b>	Number of services held
264	<b>Victim's Rights</b>	<b>Title</b>	
265	Total youth enrolled in Impact of Crime on Victims Program	<b>Division Reported</b>	Number of enrollees
266	Total number of victims in attendance at annual review and parole hearings	<b>Division Reported</b>	Number of victims in attendance at hearings
267	<b>Restrictive Programs (e.g., SMP, BTP)</b>	<b>Title</b>	
268	Population count at end of month	<b>Division Reported</b>	End of month population count in SMP's
269	Average length of stay in restrictive program (in days) (PbS O8)	<b>Division Reported</b>	Average length of stay (in days) for youth who have left the unit during the reporting period



# DJJ Facilities Counting Rules

1/6/2010

	A	B	C
1		<b>SOURCE</b>	<b>COUNTING RULE</b>
270	<b>Special Custody</b>	<b>Title</b>	
271	Temporary detention (TD) population count (total for month)	<b>Division Reported</b>	Total number of youth who were on temporary detention status during the reporting period
272	Average length of stay on TD in hrs. (PbS O9)	<b>Division Reported</b>	Average number of hours on temporary detention status per TD'd youth. Conforms to PbS Order 9 definition.
273	Total youth on TD over 4 hrs (PbS O10)	<b>Division Reported</b>	Number of youth on TD over 4 hours. Conforms to PbS Order 10 definition.
274	Total youth on TD over 8 hrs (PbS O11)	<b>Division Reported</b>	Number of youth on TD over 8 hours. Conforms to PbS Order 11 definition.
275	<b>Casework Services System (% of compliance to standards documented in WIN system)</b>	<b>Title</b>	
276	Total number of WIN files audited	<b>Division Reported</b>	Total number of WIN files audited for completion of casework
277	Percent of small groups documented	<b>Division Reported</b>	Percentage of WIN files with documentation indicating small groups were held in compliance to standards
278	Percent of chrono notes documented	<b>Division Reported</b>	Percentage of WIN files with documentation indicating chrono notes were recorded in compliance to standards
279	Percent of Case Conferences documented	<b>Division Reported</b>	Percentage of WIN files with documentation indicating case conferences were held in compliance to standards